

# **Special Events**

## **Coordinator and Food Vendor Requirements**



Environmental Health Services  
Mobile Food/Special Events Program



**Working with Our Community  
to Ensure a Safe and Healthy Environment**

# Special Events

**Special Events include, but are not limited to:**

- Grand Openings
- Circus
- Tasting events
- BBQ Competitions
- Festivals
- Large sporting events
- School sanctioned functions (homecomings, carnivals)



# Coordinator Requirements

## Special Event Coordinator Registration Form

All Special Events where food will be sold or given away are required to be registered with Maricopa County Environmental Health Services.

- To properly register an event the individual coordinating the event must submit the [Coordinator Application](https://www.maricopa.gov/FormCenter/Environmental-Services-16/Special-Event-Coordinator-Event-Registra-187) ( <https://www.maricopa.gov/FormCenter/Environmental-Services-16/Special-Event-Coordinator-Event-Registra-187> ).

This application provides the main information needed about the event including:

- Time and date of the event
- Number of food vendors
- Anticipated number of guests
- Water supply
- Number of restrooms/portable toilets (must be 25 feet away from food vendors)
- Presence of animals (must be located 100 feet away from food vendors)

This information helps the Department help you to ensure that the needs of the vendors and guest are met. It also ensures inspections go as smoothly and quickly as possible.

# Coordinator Requirements

## Special Event Coordinator Registration Form

Special Event Coordinator Event Registration Form/Application (Web Form)

### Special Event Coordinator Event Registration Form

Maricopa County Environmental Services Department  
Environmental Health Division  
Permitting Services Program  
Phone: (602) 506-6978  
specialevents@maricopa.gov

Walk-In: 1645 E Roosevelt Street (West End of Building) Phoenix, AZ 85006

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**Requirements**  
[Guidance on Special Events \(PDF\)](#)

**Permit Exemptions**  
[Permit Exemptions](#)

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**Special Events Inspection Checklist**  
[Inspection Checklist](#)

**Promotional Sampling**  
[Promotional Sampling](#)

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### Event Information

Event Start Date/Time* mm/dd/yyyy h:mm am/pm	Event End Date/Time* mm/dd/yyyy h:mm am/pm	Food Service Start Date/Time* mm/dd/yyyy h:mm am/pm <small>(please indicate the date and time when food vendors will serve food)</small>	Estimated public attendance:  
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Event Name \*  
(please provide full unabridged event name)

Event Address\*

City\* Zip Code\*

Coordinator Name \* Coordinator Phone\*

Coordinator Email\*

Coordinator phone number during event.\*  
  
Cell phone is preferred.

Is a vendor meeting planned?\*

<input type="radio"/> Yes	Date/Time of Vendor Meeting mm/dd/yyyy h:mm am/pm
<input type="radio"/> No	

If yes, please provide the address of the vendor meeting:

### Property Owner Information

The Maricopa County Environmental Health Code requires the property owner of an event location, or his/her designee, to register any event with the Environmental Services Department at least 30 days prior to the start of the event. Additionally, it is the property owner's responsibility to ensure that all food service vendors have obtained all applicable Department permits. Failure to do so may result in legal action against the property owner and/or their designee.

Property Owner Name

Owner Address

City State Zip Code

Owner Phone Number Owner Fax Number

Owner Email Address

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### General Information

Anticipated number of food/beverage vendors\*

Will an approved potable water source be provided onsite for vendors?\*

☐ Yes  
☐ No

If yes, please describe source:

Will wastewater disposal services be provided onsite for vendors?\*

☐ Yes  
☐ No

If yes, please describe services:

Will grease/oil disposal services be provided onsite for vendors?\*

☐ Yes  
☐ No

If yes, please describe services:

Will trash/refuse disposal services be provided onsite for vendors?\*

☐ Yes  
☐ No

If yes, please describe services:

Will an electricity source be provided onsite for vendors?\*

☐ Yes  
☐ No

If yes, please describe source:

Will back-up refrigerated storage be provided onsite for vendors?\*

☐ Yes  
☐ No

If yes, please describe equipment/facilities:

Will animals be present at the event (petting zoo, rodeo, etc.)?\*

☐ Yes  
☐ No

Please be aware that a mobile food establishment shall not be located within 100 feet of any petting, riding or holding area for animals unless dust and runoff are controlled.

Restroom facilities.\*

☐ Public Restroom  
☐ Chemical Toilets  
Temporary toilet facilities shall not be located within 25 feet of any mobile food establishment.

Chemical toilet company: Number of chemical toilets provided:

Do you have a dust control plan?\*

☐ Yes  
☐ No  
Having a plan in place for inclement weather is encouraged. Food/beverages must be protected from dust/other contaminants at all times.

Are parking/entry passes needed for inspectors to gain access to the event?\*

☐ Yes  
☐ No

If yes, please describe:

Please attach full list of food/beverage vendors who will be attending event.  
  
[Browse...](#)

List must include all food/beverage vendors including any promotional vendors offering samples. The list must also include all business names, owner names, addresses, phone numbers, menus, and permit numbers (if applicable).

Vendor List Template  
[Vendor List Spreadsheet](#)

Please attach map of event site with vendor locations and support facilities:  
  
[Browse...](#)



I hereby certify that the above information is correct, agree to comply with the Maricopa County Environmental Health Code, agree to allow the regulatory authority access to the establishment as specified under 8-402.11 and to the records specified under 3-203.12 and 5-205.13 and Subparagraph 8-201.14 (D)(8), and I fully understand that any deviation from the above without prior permission from the Maricopa County Environmental Services Department may nullify final approval. By checking the check box and typing your name you have digitally signed this application.

I agree the application is true and correct.  
☐ I agree

**Disclaimer**  
Information entered on this form will be retained by Maricopa Environmental Services Department and is a record as defined by Arizona law. This form will be provided without redaction in response to a public record request unless any of the information is exempt from release under Arizona law.

Signature Date  
  
mm/dd/yyyy

Once our staff has reviewed your form you may receive a follow-up email/call to clarify details provided on this form.

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

[Submit](#)

\* indicates a required field

- Submit the Coordinator Registration form online 30 days prior to the start of the Special Event.

<https://www.maricopa.gov/FormCenter/Environmental-Services-16/Special-Event-Coordinator-Event-Registra-187>

# **Coordinator Requirements**

## **Special Event Vendor List**

The coordinator is responsible for ensuring that all food vendors are properly permitted prior to the start of the Special Event.

- Only food vendors with mobile food establishment, temporary food establishment, or catering permits are allowed to operate at special events.
- The Vendor List must be filled out completely including the Maricopa County Environmental Services permit numbers (MF# or FD#) for all food vendors that will be operating at the event.



# Coordinator Requirements

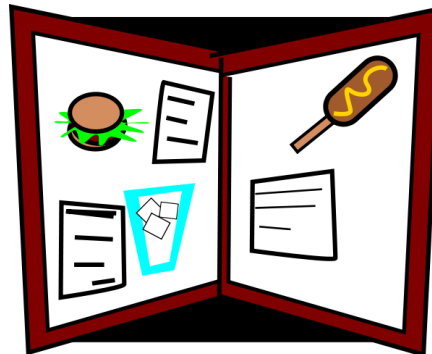
## Vendors List

Event Name:							
Event Coordinator:							
Event Coordinator Phone Number:							
Event Coordinator Email:							
Event Date(s):							
Event Times:							
#	Business Name	Contact Name	Physical Address- Street, City, State	Phone Number	Email Address	Type of Permit (Food or Beverage Booth / Mobile Food Unit / Caterer)	Maricopa County Permit Number (if operating under permit)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Please be advised that if vendors are found at events without permits or fail to pay for their permits they will be posted closed and required to leave.							

[Special Events Vendor List Template \(Excel\)](#)

# Food Vendor Requirements

	<h2>PERMIT TO OPERATE</h2> <p>This permit is not transferable and must be placed in a conspicuous place.          A copy of the most recent inspection report for this establishment is available upon request.</p>	<p><b>Permit Type:</b> Temporary Food Service</p> <p><b>Class 1:</b></p> <p><b>Permit Number:</b> FD-65311</p> <p><b>Expiration Date:</b> 04/15/2018</p> <p><b>Notes:</b>          Maricopa County Fair 2018</p>
		
<p><b>Special Conditions:</b></p>		<p><b>Premises:</b>          Carne Cafe Taco Stand          1826 W McDowell          Phoenix, AZ</p>
<p><b>Permit Owner:</b>          Carne Cafe Taco Stand          6918 W Wagoner          Glendale AZ 85308</p>		

[illegible]



# Food Vendor Requirements –Permits Allowed at Special Events

## No permit is needed in Maricopa County for:

- Promotional sampling of non-TCS foods
- Selling of packaged non-TCS foods
- Commercial sales /sampling of beverages opened or poured into disposable cups from commercial package (kegs, bottles, cans, beer trucks)
- Arizona Department of Health Services (ADHS) Cottage Food (Home Baked and Confectionery Goods) Vendors
- Bake Sales
- Vendors that sell whole uncut produce or sell food products in their natural state (ARS Title 3, Chapter 3, Article 7)





# **Food Vendor Requirements –Permits Allowed at Special Events**

## **Permit Types Allowed at Special Events**

- Temporary Food Establishment
- Seasonal Food Establishment
- Annual Event Food Establishment
- Mobile Food Establishment Type III (Mobile Food Unit)
- Mobile Food Establishment Type II (Push Cart)
- Mobile Food Establishment Type I (Food Peddler)
- Food Catering Permit

# Food Vendor Requirements –Permits Allowed at Special Events

## Temporary Food Establishment Permit (TMP)

- Events lasting 1 to 14 consecutive days

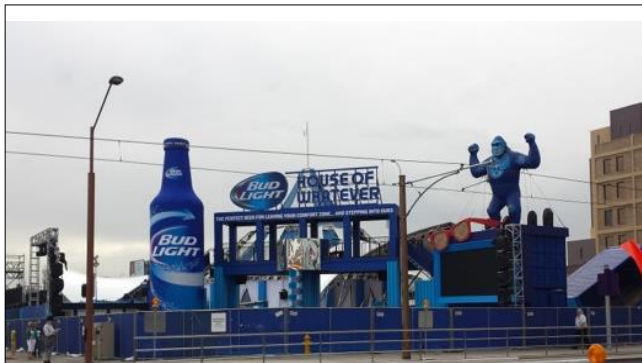
### Examples:

Festivals

Tasting events

Homecoming games

Major Sporting events



# Food Vendor Requirements –Permits Allowed at Special Events

## Seasonal Food Establishment:

- Events lasting for 15 to 120 days within any permit year.
- Operates in conjunction with an onsite commissary or fixed food establishment unless alternate Department approval is obtained

### Examples include:

Spring Training  
Pumpkin Patches  
State Fair



# Food Vendor Requirements –Permits Allowed at Special Events

## Annual Food Establishment Permit :

- A food establishment that operates in conjunction with one event for not more than 120 consecutive days.
- Removed from the premises at the end of the event
- Permit is valid for 1 year
- Self-contained hand wash station required or temporary handwash setup
- Must go through plan review

Annual Food Establishment Permit is allowed for use at Special Events, Farmers Markets and Schools (school sanctioned functions including regular games)



# Food Vendor Requirements –Permits Allowed at Special Events

## Catering Permit – [Guidance Document](#)

- **Hold and Serve** foods
- Final cooking of meats, soy proteins, and vegetables is allowed
- All food preparation (breading, chopping, mixing, marinating, etc.) must be done at the permitted establishment.
- Caterers must give [notice](#) to department prior to operating at an event.
  - <https://www.maricopa.gov/FormCenter/Environmental-Services-16/Mobile-Food-Establishments-Food-Caterers-201>



# Food Vendor Requirements –Permits Allowed at Special Events

## All Mobile Food Permit Types:

- Mobile Food Type I
- Mobile Food Type II
- Mobile Food Type III





# Food Vendor Requirements -Permits

## Mobile Food Establishment Type I\*

- Ice Cream Trucks
- Paleta Carts
- Dispensing pre-made non-TCS drinks
- Cold trucks
- Freezer Trucks
- Snow-cones
- Pre-packaged TCS Foods



\* Temporary hand wash station must be set up if sampling any open food or providing beverages, or ice products

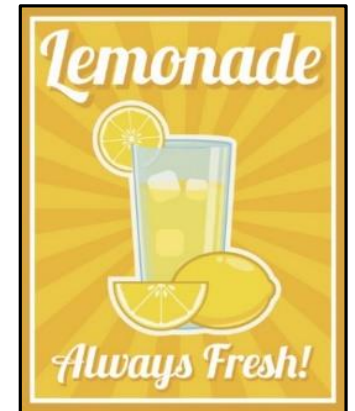


# Food Vendor Requirements –Permits Allowed at Special Events

## Mobile Food Establishment Type II

“Pushcarts” –generally sell/dispense:

- Hot dogs
- Snow Cones
- Kettle Corn
- Coffee
- Italian Ice
- Lemonade
- Elote (Corn)
- Nuts
- Pretzels
- Baked Items
- Sandwiches



# Food Vendor Requirements –Permits Allowed at Special Events

## Mobile Food Establishment Type III

Enclosed vehicle-mounted food establishment that prepares, cooks, holds and serves food.



# Temporary/Seasonal Food Establishment Permit

## When is a Temporary/Seasonal Required?

Food vendors that do not have an issued Mobile food Establishment or Catering permit with the Department will need to obtain a Temporary Food Establishment permit if they plan to sell, sample or give away the following at a Special Event:

- Open food (TCS and Non-TCS)
  - Pre-packaged TCS food items (i.e., ice cream sandwiches, bottles of milk, packaged sandwiches)
  - Serve mixed drinks
  - Provide drinks with garnish or ice,
  - Provide TCS drinks
  - Provide drinks that are not from their original commercial containers.
- ❖ Also, any Mobile Food Establishments that plans to operate in a manner other than how permitted, may need to obtain a temporary permit.

# Temporary Food Establishment Requirements



# Temporary Food Establishment Requirements

## Booth Construction -Ceiling and Walls



- Booths must have an overhead covering and 3 walls that are smooth easily cleanable. The material can be canvas, 16 inch mesh or other material that keeps food protected from environmental contamination, insects and pests.



# Temporary Food Establishment Requirements

## Booth Construction -Floors



- The floor of the booth must be smooth, easily cleanable surface and prevent dust and mud
- Floors shall be constructed of concrete, tarps, machine laid asphalt, dirt, or gravel covered with mats, duckboard, or other approved materials that are effectively treated to control dust and mud.

# Temporary Food Establishment Requirements

## Hand Wash Station

- All booths must have at least (1) temporary hand wash station.
- Minimum 5-gallons of potable warm water (100°F) in an insulated container with free flowing spigot.
- Waste water container 15% greater than amount fresh water container.
- Soap, paper towels, and waste receptacle.



Temporary Hand Wash



Self-Contained Hand Wash



## Temporary/Seasonal Food Establishment Requirements

**Approved Source:**

- All food and beverages must be obtained from an approved source. **Homemade food is not allowed.**
- All foods must be purchased the same day as the event, unless stored in a commissary.
- All food must be prepared onsite or at the commissary.
- [Commissary Agreements](#) are required for all advance food preparation and food storage.
- Commissary visits logs and receipts must be available to the inspector upon request.

Date	Time IN	Time OUT	Commissary Owner's Signature	Commissary Owner's Name (Print)

**Maricopa County**

Mobile Food Program

1645 E Roosevelt St, Phoenix, AZ 85006

602-506-6872

# Temporary/Seasonal Food Establishment Requirements

## Cold Holding

Maintain all time/temperature controlled for safety food items cold at 41°F or below at all times through the use of:



- Ice Chests
- Commercial refrigerators/freezers

# Temporary/Seasonal Food Establishment Requirements

## Hot Holding Equipment

Maintain all time/temperature controlled for safety food items hot at 135°F or above at all times through the use of:



- Commercial equipment designed for hot holding (i.e., steam tables, cambros, chafing units)

# Temporary/Seasonal Food Establishment Requirements

## Food Protection

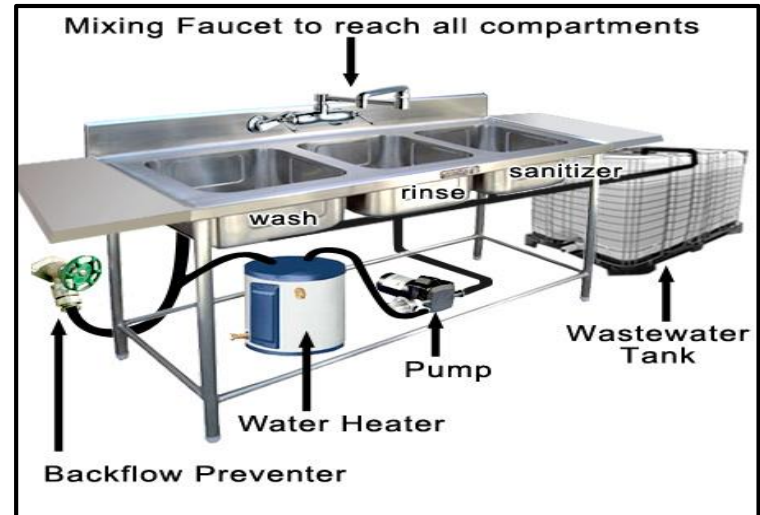
All food and condiments must be protected from contamination during food service, preparation and storage:



- Use sneeze guards, barriers, lids, and limit self service of food
- Store all food at least 6 inches above the ground

# Temporary/Seasonal Food Establishment Requirements

## Ware Washing



- Provide 3-compartment/bin set-up to wash, rinse and sanitize utensils and equipment for multi-use utensils.
- Provide test strips to check the concentration of the sanitizer solution.



# Temporary/Seasonal Food Establishment Requirements

## Water Supply Requirements



- Enough potable to last throughout the duration of event for all operations including: handwashing, cooking, ware washing.
- Food grade/NSF hose to hook up to potable water system if needed.
- Ensure backflow prevention device is provided when directly connecting to potable water system.

# Temporary/Seasonal Food Establishment Requirements

## Wastewater Storage and Disposal



Wastewater and Grease Barrels



Wastewater Connection with Grease Trap

- Store wastewater in wastewater tank/bladder prior to disposal into the sanitary sewer.
- Check with local jurisdiction for grease interceptor requirements.



# Temporary/Seasonal Food Establishment Requirements

## Solid Waste Storage



Keep Dumpster Lid Closed



Improper Storage of Solid Waste

- Solid waste must be stored in a closed container to prevent harborage conditions.

# Temporary/Seasonal Food Establishment Requirements

## Animals



- All food booths must be located at least 100 feet away from any animal areas.
- Animals are not permitted in food establishments.

# General Food Vendor Requirements

## Illness Policy

### Feeling Sick?

**The following symptoms must be reported to your manager:**

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesion containing pus that is open and draining



### Food Service Workers should stay home when sick with:

• <i>Salmonella</i> Typhi	• Hepatitis A
• <i>Shigella</i>	• Norovirus
• <i>Escherichia coli</i> 0157:H7	• Nontyphoidal <i>Salmonella</i>

- Ensure employees know the symptoms and illness that they need to report to their manager and that they stay home when required.

# General Food Vendor Requirements

## Hand Washing and Glove Usage



- Hands must be properly washed-20 seconds from beginning to end.
- No bare hand contact with ready-to-eat food.
- Only use non-latex gloves when working with food



# General Food Vendor Requirements





## Food Storage and Cooking Temperatures



- Ensure time/temperature controlled for safety food is held cold at 41°F or below and hot at 135°F or above.
- Cook food to proper temperatures.

# General Food Vendor Requirements

## Proper Food Storage

<p>For example: Lunch Meats, Cheese, Sour Cream, Salsas, Hot Dogs, Milk</p>				<p>Por ejemplo: Bolonia, Jamon, Queso, Crema Agria, Salsas, Salchichas, Leche</p>			
<p>Ready-to-Eat PHF Foods &amp; Drinks / Alimentos y Bebidas listas para consumir con un potencial de alto riesgo</p>							
							
<p>Washed Cut Produce/Verduras Picadas y Lavadas</p>			<p>Storage of Raw Meats / Carnes Crudas</p>				
							
<p>Storage of Seafood &amp; Whole Eggs/ Ceviche, Mariscos, Banquillos</p>			<p>Storage of Raw Chicken &amp; Poultry / Aves, Pollo y Pavos</p>				

- Store raw animal foods separate from ready-to-eat foods during preparation and storage.
- Ensure fish, meat, and poultry, are stored separate from each other except when combined in recipes.

# General Food Vendor Requirements

## Food Allergens

**MAJOR FOOD ALLERGENS IN YOUR KITCHEN**

**Your Responsibilities**

- \* Know the major food allergens and symptoms of a food allergies
- \* Train employees on their food allergy duties
- \* Label your packaged products that contain allergens
- \* Avoid cross-contact in food preparation

**Symptoms**

- Coughing
- Wheezing
- Dizziness
- Swelling throat
- Difficulty breathing
- Hives
- Flushed Skin
- Rashes
- Tingling/ itchy mouth
- Facial swelling

**Food Allergens:** Peanuts, Tree Nuts, Soybeans, Milk, Wheat, Fish, Eggs, Crustacean Shellfish.

Scan for more information!

Working with our community to ensure a safe and healthy environment

ES Environmental Services



# General Food Vendor Requirements

## Consumer Advisory

A consumer advisory must be provide at the point of food selection to ensure all consumers are properly informed if you are serving undercooked or raw food items. The items that the consumer advisory applies to must be disclosed and asterisked to the reminder statement.

[Consumer Advisory Guidance \(PDF\)](#)

### Examples of acceptable wording for menu advisories:

***\*“These items may contain raw or undercooked ingredients. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness”.***

***\* “Eggs are served any style. Consuming raw or undercooked eggs may result in an increased risk of foodborne illness”***

# General Food Vendor Requirements

## Certified Food Safety Manager and Food Service Worker Training

Maricopa County requires all establishments that serve open food, which requires time/temperature control for food safety, to have at least one (1) Certified Food Protection Manager (CFPM) on staff. CFPM shall be physically present, available by electronic or telephonic means during operation.

- This certificate must be visible or readily accessible and kept at the establishment for health inspections.
- To obtain a CFPM Certificate, you must pass an exam administered by an [ANSI-Accredited provider](#).

Maricopa County requires all food-handling employees to obtain a Food Handler's Certificate. The person in charge at the Food Establishment is responsible for ensuring all food-handling employees obtain this certification.

- The certificate(s) must be visible or readily accessible and kept at the establishment for Health Inspections.
- To obtain a Food Handler's Certificate, you must pass an exam administered by an [ANSI-Accredited provider](#).

## Additional Resources

- **Inspection Checklist:** <https://www.maricopa.gov/DocumentCenter/View/6325/Special-Events-Inspection-Checklist-PDF>
- **Competition Events:** <https://www.maricopa.gov/DocumentCenter/View/53789/Competition-Events-PDF>
- **Suspension Reasons:** <https://www.maricopa.gov/DocumentCenter/View/6481/Suspension-of-Operating-Permit---Reasons-PDF>
- **Vomit/Fecal Accidents:** <https://www.maricopa.gov/DocumentCenter/View/5898/Clean-up-Procedures-for-Vomit-and-Fecal-Accidents-PDF>

**Mobile Food/Special Events Program**

**602-506-6824**

**[ENVSpecialEvents@maricopa.gov](mailto:ENVSpecialEvents@maricopa.gov)**